

Date: May 16, 2019

To: State Agency Chief Procurement Officers, Procurement Officers and Cooperative Members

From: State Procurement Office

Re: Focus Group meeting for IT Research and Advisory (includes Assessment) Services

As a planning step, the Arizona State Procurement Office (SPO) is inviting all Eligible Agencies, Co-Op Members, Chief Procurement Officers and Procurement Officers to participate in the Focus Group Meeting with the purpose to discuss current and future requirements for an upcoming IT Research and Advisory Services solicitation. Resultant contracts will replace the current contract set which is due to expire on December 07, 2019.

The relevant contracts are:

Contract ID:	Supplier:
ADSP014-085123	GARTNER INC
ADSP014-100423	INFO-TECH RESEARCH GROUP INC
ADSP014-085121	IDC RESEARCH
ADSP014-085120	PUBLIC CONSULTING GROUP INC

The Meeting will take a place on Monday, June 3, 2019; at 2:00 PM, at Arizona Department of Administration (100 North 15th Avenue, Phoenix, AZ 85007), Room 300 and should last no longer than two (2) hours.

Discussion will include the current scope of work, Eligible Agencies and Co-Op Members requirements and any other relevant discussion points that would bring a value to the solicitation process. Your expertise and opinions regarding IT Research and Advisory Services contract set are welcome and needed for the success of the upcoming solicitation.

We will send more information and meeting agenda to those confirming attendance before the focus group.

Members of the focus group will be required to review solicitation documents, provide input and feedback on various items. These members will be the initial group that will evaluate qualified responses from vendors and make recommendations for award.

Procurement Officers, please forward this notice to your Agency's subject matter experts and encourage their participation as well.

Please note:

- Visitor parking is located northeast of the main entrance of the building.
- Picture ID is required to enter the building. Please plan to arrive 5-10 minutes early, as you may have to check in at the badging office and obtain a visitor badge.

If you would like to be part of the focus group, please RSVP no later than Thursday, May 30, 2019 to Sabina B. Moore via email Sabina.Moore@azdoa.gov or at 602-542-8911.

